

# Lesson Plan Attachment 7



## **Sample Ordering Officer Training**



# Overview

- Standards of Conduct
- Training
- Appointment
- Funding
- Purchasing
- Payment
- Supervision & Termination



# Ordering Officer

- Airmen or USAF civilian who is authorized to purchase items valued less than \$2,500 under the supervision of a contracting officer
- Allows unit representative to make small purchases while unit is deployed when merchant will not accept GPC or GPC is not otherwise available
- Safe guarding forms



# Standards of Conduct

- Avoid doing or appearing to do anything improper
  - Accepting anything of value from a vendor doing business with the U.S. Gov (meals, baseball caps, coffee cups, pens, etc.)
  - Making purchases from a vendor in which the ordering officer has a financial interest
- Seeking private employment with a vendor from whom the ordering officer is procuring supplies or services
- Doing anything which might adversely affect the confidence of the public in the integrity of the Government



# Training

- Commanders selects trainees
- Commanders request training
- Contracting Officers conduct training



# Appointment

- CC requests appointment for specific operation to buy specific items
- Contracting Officer appoints ordering officer
  - For a specific command (e.g. FORSCOM, CENTCOM)
  - For a specific period of time
  - To buy specific items (e.g. expendable office supplies)



# Funding

- OO requests funding from Accounting & Finance Office (AFO)
- AFO provides funding (typically bulk funded)
- The amount on the funding document is the beginning balance in your “checking account”

**Note: The AFO having cash does not mean OO has funds remaining**



# Purchasing

- Authorized Purchases
- Unauthorized Purchases
  - **Note:** Making unauthorized purchases can lead to termination of authority, UCMJ, paying for items
- Fair & Reasonable Price
- Use of the SF 44





# Authorized Purchases

- Specified in Letter of Appointment
- If not authorized, ask for authority
- If not sure, ask for authority



# Unauthorized Purchases

- State and local taxes (CO approval required)
- Ammo or explosives
- Personal services
- Construction
- Purchases over \$2,500 (Do not split requirements!)
- Purchases requiring more than one delivery or one payment



# Fair and Reasonable Price

- OO responsible
- Market or product knowledge
- Rotate vendors even if purchase is not the lowest price



# Payment

- Two methods
  - Disbursing Agent pays cash
  - Vendor gets check from Finance Office



# Distribution

- Copy 1 (White)
  - Cash - OO submits to AFO
  - Check - OO gives to vendor to turn into AFO
- Copy 2 (Blue) given to vendor at time of purchase
- Copy 3 (Pink) document receipt of supply / service, submit to contracting office
- Copy 4 (Green) Retained by Ordering Officer in book. Staple copy of cash register receipt or invoice to copy



# Tracking Funds

- Use the “Record of Purchases” on the SF 44 booklet divider
- Record the following entries:
  - Order No.
  - Name of Contractor
  - Date of Purchase
  - Amount



# Termination

- **Clearance**
  - Account for all SF 44s and funds
  - Clear before departing area of operation
- **Termination** ends appointment
  - At the request of the commander
  - At the end of the appointment period
  - For making unauthorized purchases
  - Unsatisfactory performance or misconduct